



Merging Students



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Introduction

The Student Merge application combines two student's data into one student record. One student is designated as the current student (who will remain in the system) and another is the prior student (who will be deleted from the system after all data is merged). The two students cannot be in the same track (school calendar year) and must have no overlapping data.

The final result is the current student gains data from the prior student. The prior student and related data is deleted. The current student gets the original SSID number of the prior student unless the prior student's SSID is blank then the current student's SSID is retained.

Planning and Preparation

Data will be deleted during the Student Merge process. **Make copies of any information you want to keep before performing a merge.** The Student Merge application may affect important student records including:

- Academic Grades
- Assessment
- Attendance
- Behavior
- Fees
- Food Service
- Health
- Schedule



- Status
- Special Education
- Transcripts

The merge process adds historical student data from the prior student to the current student. The current student's SSID is replaced with the oldest student's SSID number. (If the current student's SSID was corrected previously, the prior student's SSID should be left blank to be processed properly by the Student Merge application.)

At the end of the Student Merge process all data related to the prior student is deleted. **Before** performing a merge, make copies of all the information you need to manually add to the current student if necessary.

Permissions will need to be given to the user who will merge students. It is important to have one designated person do the merging of students and not several users.

Permission is given in the Control Master Application on the web.

Add Permission by selecting Control Master/ Edit Groups – (SIS Administrator) / Permissions – Group Permissions - Student Utilities – Select: Student Merge - Save

Student Merge

In SIS2000+ Web select Student **Utilities** and click on the **Student Merge** application.

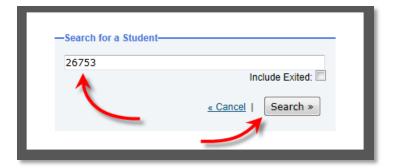






Search for a Student

Type in the name or the student number of the student you are planning to merge.



Select the student for the merge by clicking on the student name.

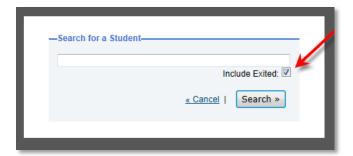


"Select Another Student" link to add the second student.



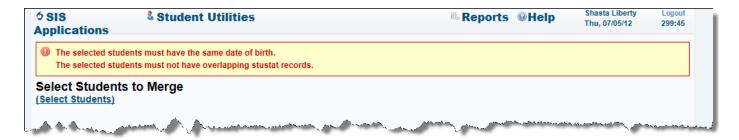


Search for the second student. Often the "Include Exited" checkbox needs to be checked when looking up prior students. Using the student number to look up past students helps to get the right student for the merge. Select the second student for merging.



Confirm the Correct Students are selected

The system determines the prior student based on the original registration date in the system. Next the system examines the two students to see if there are any data conflicts. If any data overlaps dates or birthdates do not match, a merge is not possible. The confirmation screen displays a warning describing why the merge is not possible.



If the selected students can be merged, the screen displays the students and a list of data getting merged. The student on the left is the "current" student. The student showing on the left will remain in the system with data getting merged from the "prior "student on the right. The Student on the right will be deleted.



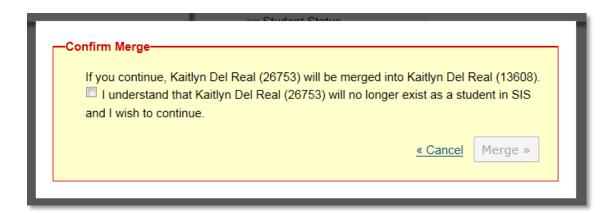


Arrows indicate the direction of data flow. Please double check the student names and student numbers and the direction of the merge.

Make sure all information needed is backed up for the student on the right. This "prior" student and all related data will be deleted in the merge.

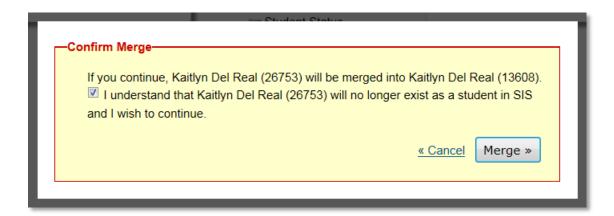
Grade levels may be different for the students because the last grade level at one school may be the last time they were in the SIS system.

Select the check box to indicate you have confirmed the direction of the merge and are satisfied with which student will be deleted.

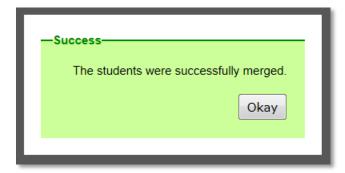


Once you have confirmed the merge by checking the checkbox the "Merge »" button is activated.

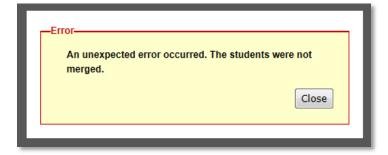




Clicking the "Merge »" button starts the process. Make sure you want the merge to happen before you click the "Merge »" button. When the process properly completes you will see a "Success" screen. Clicking "Okay" takes you back to the Student Utilities menu.



Errors during the merge process cause an error message to display. All merge activity stops.



An error like the one above tells you the merge did not take place. This error is displayed if data conflicts are discovered during the merge. The merge is canceled.

You will need to do additional data clean up before these students can be merged. Sometimes the data issues stopping a merge cannot be seen in SIS2000+. You may need to contact your SIS2000+ Specialist for help resolving the underlying data issues.



WARNING: Potential Data Loss

Some data from the past will not be brought over in the Student Merge process. Outstanding lunch balances or other uncollected fees will not be merged into the current student record even though they may exist. If you need this information, please print copies of any reports BEFORE performing a merge.



SSID Merge Reminder

The SIS2000+ Student Merge application is not the same process needed to merge SSID numbers on the State Student ID System (SSID System).

Student SSID numbers need to be validated in the State SSID System. Feel free to contact the SSID System representatives concerning SSID validation.